



## Ministry of Health

### Primary Health Care System Strengthening Project

#### Vacancy Announcement for Development Officer -01 Position – (MN 4)

**Primary Health Care System Strengthening Project** is a World Bank supported project under the Ministry of Health which will be implemented with the objective of improving the delivery of primary health care services, to address the changing health needs of the population of Sri Lanka. The project results will contribute to the achievement of SDG 3 “ensure healthy lives and promote wellbeing for all at all ages” and the World Bank institutional priority of achieving universal health coverage. The Project is expected to be implemented over a period of 5 years and has three components include **Component 1-** PHC Restructuring Strategy Implementation, **Component 2-** Project Implementation Support and Innovation Grants and **Component 3-** Contingent Emergency Response Component.

Applications are being called for the post of **Development Officer from the Ministry of Health to Primary Health Care System Strengthening Project on a part-time basis**. This position will be based in the Project Management Unit in Colombo. But the selected officer may be requested to travel outside as and when required. Also, the selected officer must be ready to work beyond office hours as and when required. Also, he/ she will be required to work during week end if the need arises.

#### **Duties and Responsibilities**

- Collection of all vouchers made by payment units relevant to the Ministry of Health
- Maintaining a cash book related to expenditure,
- Maintaining the vote ledger,
- And Preparation of monthly expenditure reports with regard to the component I Ministry of Health.
- Assist Finance Manager for comparison of monthly expenses with printed treasury notes.
- Arrangement for year-end financial statements to be sent to the Auditor General before the due date.
- Assist the Snr. M & E Officer to review the financial progress of Component I regularly.

## **Qualifications**

1. Development officer duly appointed in the Ministry of Health

And

At least 3 years' experience in the above-mentioned duties and responsibilities

2. Experience in foreign funded projects would be an added advantage.
3. Fluency in written and communicate in English will be considered at the Interview.

## **General Conditions**

- The appointment for the post is on part time basis.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- The candidate if selected to the post can resign from the post giving one-month prior notice to the Project Director.
- The Secretary of the Ministry of Health has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short-listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.

**Salary:** According to the Public Administration Circular No. 03/2016 (Under MN-4 Category).

Application with detailed Curriculum Vitae supported by documents for experience and other qualifications with endorsement by the Head of Unit/Institution should be sent to reach the following postal address through registered post, email ([psspmoh.lk@gmail.com](mailto:psspmoh.lk@gmail.com)) or by hand on or before 4<sup>th</sup> March 2021. Application must be in a sealed envelope with the following stated, on

the top left side of the envelope or title of the email “*Application for the Post of Development Officer – Primary Health Care System Strengthening Project*”.

**Project Director-**

**Primary Health Care System Strengthening Project**

**3<sup>rd</sup> Floor, No 191, J.R. Jayawardhana Centre**

**Colombo 7**

## Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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4. National Identity card Number of the applicant *(Please attach a certified copy of the NIC)*

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5. Post Applied for

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6. Contact Details of the applicant

Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are correct.

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Signature of applicant

.....  
Date

**Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.**

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the above post from the current employment in the event of being selected.

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Signature of Head of the institution

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Date